

**WASHINGTON HEADQUARTERS SERVICES (WHS)  
ACQUISITION AND PROCUREMENT OFFICE (A&PO)  
OSD/WHS PURCHASE CARD PROGRAM**

**PURCHASE CARD ALERT NUMBER 75**

(Issue date: 5 Aug 2010)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



**NOTE: THIS ALERT APPLIES ONLY TO THOSE APPROVING OFFICIALS PURCHASE CARD ACCOUNTS THAT ARE FUNDED FROM THE OSD O&M CENTRAL SERVICES FUND.**

**SUBJECT:** Process for Annual Budget Allocation for Office of the Secretary of Defense (OSD) Operation and Maintenance (O&M) Central Services Funded Accounts

The purpose of this Alert is to announce the transfer of responsibility for managing the annual budget allocation for the above subject accounts, from the Washington Headquarters Services, Financial Management Directorate (WHS/FMD) (as set forth in P-Card Alert #59, hereby cancelled) to Washington Headquarters Services, Defense Facilities Directorate (DFD), Programs and Services Division (WHS/DFD/PSD).

Effective immediately, PSD will be the point of contact for all issues related to annual funding allocations for accounts funded from the OSD O&M Central Services Fund.

**NOTES:**

PSD will perform budget allocation for annual budget amounts ONLY. The Purchase Card Program Manager will continue to issue Delegation of Authority memos that establish the single and monthly purchase limits for each Cardholder account. The Purchase Card Program Office will grant single and monthly limit adjustments based on sufficient justification.

**\*The budget allocation process for other accounts will be covered in an upcoming Purchase Card Alert.**

Within the next 30 days, PSD will issue to each Approving Official a memo that will identify the Fiscal Year (FY) 2010 allocation along with a history of expenditures and the current balance for FY-2010.

PSD will issue annual budget allocation memos for future fiscal years at the appropriate time.

Effective immediately, the process for obtaining an increase to an annual purchase card limit for OSD O&M Central Services Funded purchase card accounts is as follows:

1. The AO will email Kitty Bryk, PSD, with justification for an increase/decrease in the annual budget limitation for the Purchase Card Account.
2. PSD will approve/disapprove all annual funding increases/decreases via e-mail within 48 hours of initial request.
3. PSD will notify Janette Ray, Purchase Card Program Office, via email with any annual funding changes for the OSD O&M Central Services funded Purchase Card Accounts. PSD will issue a concurrent e-mail to the AO announcing the annual budget adjustment.
4. The Purchase Card Program Office will increase/decrease the annual limits in the US Bank Access Online system within 24 hours of receipt of email.

The point of contact in PSD for this action is Ms. Kitty Bryk at (703) 697-2084, or by e-mail at [Kitty.bryk@whs.mil](mailto:Kitty.bryk@whs.mil).

For purchase card program questions, please contact Janette Ray at (703) 695-8666 or by email at [Janette.ray@whs.mil](mailto:Janette.ray@whs.mil) Claudia Colvin at (703) 695-8974 or by e-mail at [Claudia.Colvin@whs.mil](mailto:Claudia.Colvin@whs.mil).

We hope you will continue to tell us when we are doing a good job of satisfying your needs as well as when we need to improve our efforts. You may submit your comments through the ICE Program at [ICE Purchase Card Program](#) or send them directly to the Program Manager at [Claudia.Colvin@whs.mil](mailto:Claudia.Colvin@whs.mil).